


Accessing Self-Service

- ▶ [APS Aquatics Self-Service Portal](#) (click)
 - ▶ If the link does not work, enter:
<https://ArlingtonAquatics.ezfacility.com/register?redirect=true>
- ▶ If you have already set up your account:
 - ▶ Enter your *User Name* and *Password*
- ▶ If you have not set up an account, you will need to do so, before you can book a session
 - ▶ [Click this link](#) if you wish to view instruction on setting up and account
- ▶ For assistance please call 703-228-6264 or 703-228-6263



The screenshot shows a login interface titled "Please log in". It features two input fields: "User Name:" with the text "lisrea2" and "Password:" with masked characters. Below these fields is a checkbox labeled "Keep me logged in". At the bottom, there is a green "Login" button and two links: "Forgotten Password?" and "Forgot Username?". The APS Aquatics Management logo is visible in the bottom right corner of the page.

Buying your Package

- ▶ On the Portal you will see
 - ▶ The day's schedule of swim sessions.
 - ▶ Select the session you want to Reserve
 - ▶ Be sure you select the desired activity and Pool
- ▶ Packages are not eligible for refunds
- ▶ You may book a session that is full and be put on a wait list; you will not be charged until you are confirmed
- ▶ You may not buy more than one session each day
- ▶ Sessions **cannot** be gifted. If you cannot use your session you may cancel it or forfeit it.

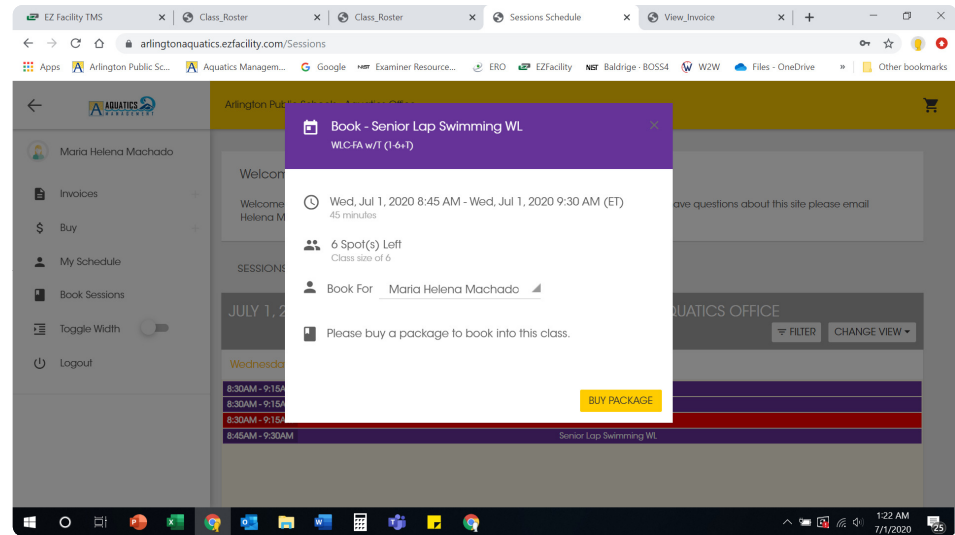
The screenshot shows a web browser window with multiple tabs. The active tab is 'Sessions Schedule' at the URL 'arlingtonaquatics.ezfacility.com/Sessions?reset=True#'. The page header is 'Arlington Public Schools - Aquatics Office'. A sidebar on the left lists user information 'Maria Helena Machado' and navigation links: 'Invoices', 'Buy', 'My Schedule', 'Book Sessions', 'Toggle Width', and 'Logout'. The main content area displays a 'Welcome' message and a 'SESSIONS SCHEDULE' for 'JULY 1, 2020'. The schedule table lists sessions for Wednesday:

Time	Activity
8:30AM - 9:15AM	Senior Lap Swimming WL
8:30AM - 9:15AM	Senior Lap Swimming WL
8:30AM - 9:15AM	Senior Water Exercise WL
8:45AM - 9:30AM	Senior Lap Swimming WL

The bottom of the screen shows a Windows taskbar with the date and time '1:20 AM 7/1/2020'.

Buying your Swim Package

- ▶ Confirm your selection
- ▶ Click on “Buy a Package”



Browser tabs: EZ Facility TMS, Class_Roster, Class_Roster, Packages, View_Invoice

Address bar: arlingtonaquatics.ezfacility.com/Package

Navigation bar: Arlington Public Schools - Aquatics Office

User: Maria Helena Machado

Left sidebar:

- Invoices
- Buy
- My Schedule
- Book Sessions
- Toggle Width
- Logout

PACKAGES

SWITCH TO WIZARD

Packages For: Maria Helena Machado | Reservation Types: All

PACKAGE TYPE	RESERVATION TYPE	DESCRIPTION	SESSIONS	FEE	RECURRENCE	
Individual	Senior Water Exercise WL	Res Exercise Sr	1	\$4.10 / Session	-	BUY
Individual	Senior Water Jogging WL	Res Jog Sr	1	\$4.10 / Session	-	BUY
Individual	Senior Lap Swimming WL	Res Drop In Sr	1	\$4.10 / Session	-	BUY
Individual	Lap Swimming WL	Res Drop in Adult	1	\$6.30 / Session	-	BUY
Individual	Lap Swimming YT	Res Drop in Adult	1	\$6.30 / Session	-	BUY

Windows taskbar: 1:22 AM 7/1/2020



Complete your Purchase

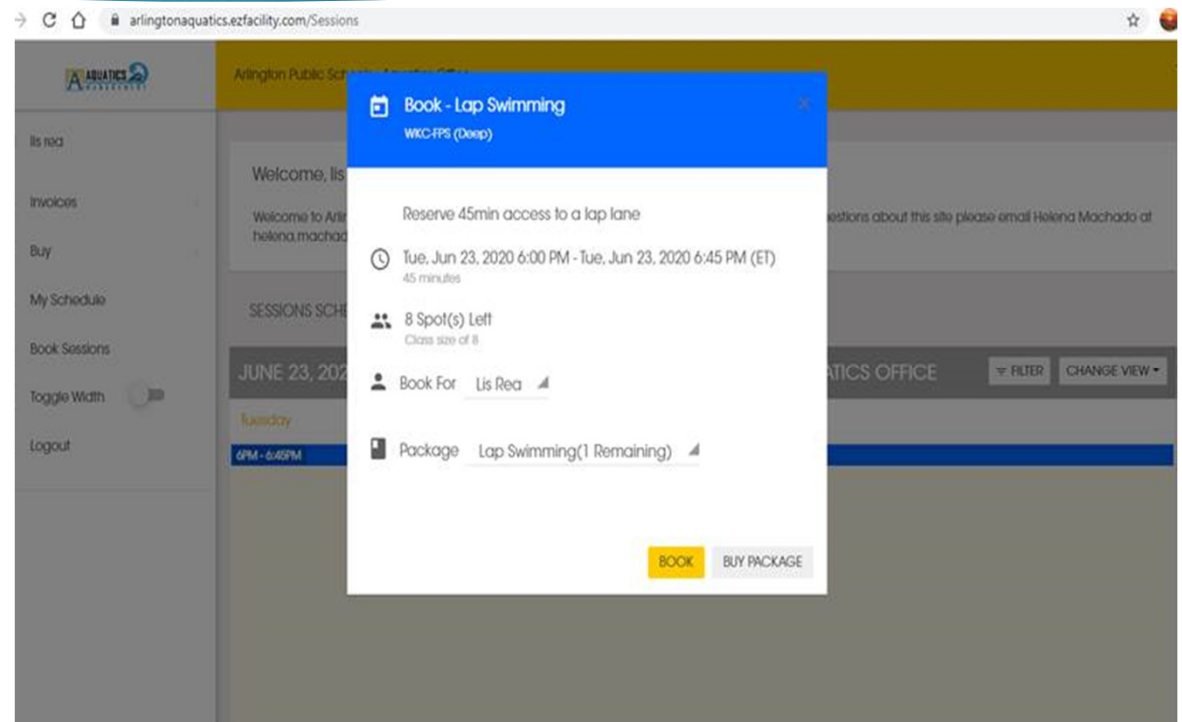
- ▶ Enter your payment information
- ▶ Click on
 - ▶ “COMPLETE CHECK OUT”

Payment information will be saved after the first time.

A screenshot of a web browser showing the checkout page for the Arlington Public Schools - Aquatics Office. The page is titled "COMPLETE CHECKOUT" and includes a sidebar with navigation links: Invoices, Buy, My Schedule, Book Sessions, Toggle Width, and Logout. The main content area has a "BACK" link, an "Apply Coupon" section with a "COUPON CODE" input and an "APPLY COUPON" button, a "Cards Accepted" section showing MasterCard and Visa logos, and a "Payment Method" section with the name "Maria Machado" and a "VISA ending in 6413" card. There is a "Security Code" input field and a "Use New Payment Information" link. On the right, a "Summary" box shows the following details: Items: \$4.10, Discount: (\$0.00), SubTotal: \$4.10, Tax: \$0.00, Total: \$4.10, and Due: \$4.10. A yellow "COMPLETE CHECKOUT" button is at the bottom of the summary box. The browser's address bar shows the URL "arlingtonaquatics.ezfacility.com/Checkout/BuyPackage". The Windows taskbar at the bottom shows the time as 1:23 AM on 7/1/2020.

Book your session!

- ▶ Click on “BOOK”
- ▶ You will get an email confirmation with your paid invoice
- ▶ See you at the pool



What if...



If you are not at a computer, you may access the portal using a mobile device such as smart phone or tablet.



Please call 703-228-6264 or 703-228-6263 if...

You are unable to access the Portal,
do not have access to a computer or other device
Need assistance with making your reservation



Please know that the lines may be busy at the 8 am, please wait a few minutes and call back

Staff will try to process calls as quickly as we can, and we appreciate your patience